

# Instructions for Assigning District Users to Access IDEA Budgets

The web-based IDEA grant budget process is accessed through the IDEA budget software contained within the Special Education Application Web Portal. The Special Education Application Web Portal's online address is: <https://www2.dpi.state.wi.us/seportal/>

Individuals who wish to access the Special Education Application Web Portal must have a user name and password assigned to them by the district's Director of Special Education.

## Instructions for Adding District Users (this is completed by the Director of Special Education):

1. Log in to the Special Education Application Web Portal with the Director of Special Education role login and password.
2. After logging in, you will be sent to the Local Performance Plan Main Menu. The ability to add district users is located under "User Functions" at the bottom of the page. Click on this link.



User Functions

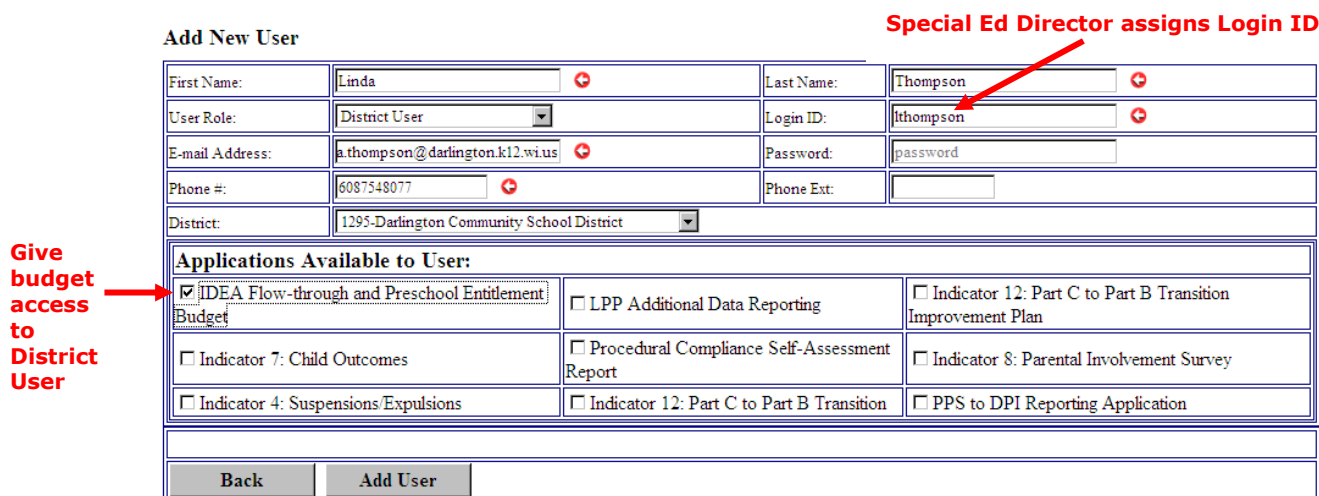
[Change Your Password](#)

[Add New User to District User List](#)

[Change District](#)

[Maintain User Information / Reset Password](#)

3. The screen that appears allows you to add a new user. Contact information for the district individual who will access the IDEA recovery claims is entered into the fields. To provide the individual with access to the IDEA entitlement and recovery budgets and claims, click on the check box associated with the IDEA Flow-through and Preschool Entitlement Budget. Click "Add User" when all data has been entered.



**Add New User**

First Name: Linda Last Name: Thompson

User Role: District User Login ID: lthompson

E-mail Address: a.thompson@darlington.k12.wi.us Password: password

Phone #: 6087548077 Phone Ext:

District: 1295-Darlington Community School District

**Applications Available to User:**

☒ IDEA Flow-through and Preschool Entitlement Budget

☐ LPP Additional Data Reporting

☐ Indicator 12: Part C to Part B Transition Improvement Plan

☐ Indicator 7: Child Outcomes

☐ Procedural Compliance Self-Assessment Report

☐ Indicator 8: Parental Involvement Survey

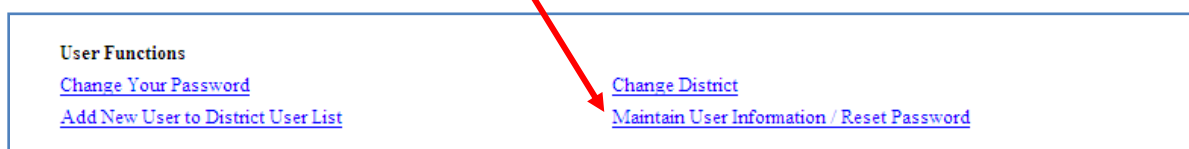
☐ Indicator 4: Suspensions/Expulsions

☐ Indicator 12: Part C to Part B Transition

☐ PPS to DPI Reporting Application

Back Add User

4. The default password for a District User is "password." The first time a District User signs in, the district user will be directed to change this password.
5. When districts sign in to the IDEA budget software, they will see links to both the IDEA entitlement budgets and IDEA recovery budgets. They will have full editorial access to the IDEA recovery budgets.
6. If a district user forgets his/her password, the Director of Special Education has the ability to maintain district user information and reset passwords. The ability to reset passwords is located under "User Functions" at the bottom of the Local Performance Plan Main Menu. Click on this link.




User Functions

[Change Your Password](#)

[Add New User to District User List](#)

[Change District](#)

[Maintain User Information / Reset Password](#)

 Note: The Reset Password button located in the "Maintain User Information / Rest Password" section will reset the district user's password to "password". The district user will then be directed to change this password the next time the user signs in.